DRAFT STATEMENT OF WORK

AVIATION MAINTENANCE SUPPORT

1.0 Objective

The objective of this contract is to provide aviation maintenance and related aviation support services for the Department of Energy/National Nuclear Security Administration (DOE/NNSA), Office of Secure Transportation (OST), Aviation Program Office (NNSA/OST), the National Laboratories, government contractors, and other elements of the DOE/NNSA and the U.S. Government.

2.0 Background

The primary mission of NNSA is the research, development, production/dismantlement, safety and surveillance of nuclear weapons for the United States. NNSA/OST owns or leases aircraft to support NNSA's statutory missions. The aviation maintenance contractor will maintain government aircraft in support of air transportation for personnel and cargo supporting NNSA's statutory missions.

The aviation services of NNSA/OST include the transportation of: (1) hazardous, classified, and time critical materials for the Office of Secure Transportation (OST), nuclear weapons complex plants and laboratories, the Department of Defense (DoD), and other agencies and contractors; (2) time critical classified and/or hazardous materials between the National Laboratories and various test locations in support of nuclear weapons and other related defense and work-for-others programs; (3) operations of aircraft as aerial platforms in support of research and development programs of DOE/NNSA and the National Laboratories; and (4) transportation of government and contractor personnel.

3.0 Preamble

The government shall maintain and control all aspects of the NNSA/OST aviation maintenance operations. NNSA/OST operates and maintains the aircraft in accordance with 14 CFR Part 91 General and Operating Flight Rules. However, the government, to the fullest extent possible, will selectively emulate certain operations and maintenance standards under 14 CFR Parts 121 and 135 to maintain and achieve an efficient, secure, and safe aviation program. (See APPENDIX B). Accordingly, the NNSA/OST federal aviation staff shall design and approve missions in either passenger or cargo configuration; direct the use of flight routes, airports, and terminal facilities; and oversee and direct aircraft maintenance actions, aircraft modifications, and aircraft configurations. The offeror is not required as part of this statement of work to hold a 14 CFR Part 145 Certificate.

The NNSA/OST federal aviation staff operates under the direction of the Aviation Program Manager (APM). The APM is responsible for managing the day-to-day NNSA/OST aviation operations and maintenance by directing the activity of the assigned Federal staff and by providing technical direction to and oversight of the aviation maintenance contractor.

The Government Flight Representatives (GFR) are Federal aviation professionals who the APM has delegated responsibility for maintenance and operation oversight.

A basic tenet of the NNSA Aviation Program is perpetuating, employing, and enforcing industry best standards.

4.0 Scope

4.1 The contractor shall, in accordance with the provisions of this contract, maintain government-furnished aircraft for the purpose of providing safe and efficient aviation services.

4.2 The types of services required include, but are not limited to: maintenance, preventative maintenance, repair, and alteration.

4.3 The performance of such services shall require the contractor to furnish all necessary personnel to maintain government-furnished aircraft, which are based at Albuquerque, New Mexico, and other locations as directed by the government. The main base of operations shall be located at Kirtland Air Force Base, Albuquerque, New Mexico.

4.4 The government-furnished aircraft to be maintained by the contractor are as follows:

NNSA/DOE Operations Base
Kirtland Air Force Base, Albuquerque, New Mexico

No. of Airplanes	Type
2	Douglas DC-9-15F
1	Douglas DC-9- (to be determined)
2	deHavilland DHC-6
1	Learjet Model 35A
1	Gulfstream G-III

Annual Estimated Flight-Hour Requirements

Aircraft	Flight Hours
DC-9	1,900
DHC-6	600
LR-35	465
G-III	450
Total	3,415

Aircraft operations in cargo, passenger, and research and development configurations are provided as follows:

5.0 Core Services

5.1 Passenger Transportation: Aircraft are operated in passenger configuration in accordance with 14 CFR Part 91. The following aircraft are operated for passenger transportation: DC-9, G-III, Lear 35A, DHC-6.

5.2 Cargo Transportation: Aircraft are operated under the applicable sections of 14 CFR Part 91 or as public aircraft. The following aircraft perform cargo transportation operations:

DC-9, Lear 35A. All cargo transported in public aircraft is in accordance with NNSA/OST approved procedures.

5.3 Combination Flights: Combination passenger/cargo (COMBI) flights are operated under 14 CFR Part 91or as public aircraft. The following aircraft may be configured for COMBI flights: DC-9 and Lear 35A. Cargo is transported in public aircraft in accordance withNNSA/OST approved procedures.

5.4 Research and Development Flights: Aircraft are operated under 14 CFR Part 91 or as public aircraft. All aircraft modifications are in accordance with 14 CFR Part 91. The following aircraft is modified for R&D missions: DHC-6.

5.5 Special Missions: Aircraft are operated in support of research and development; security; and National Emergency response. Any aircraft may be dispatched for these missions under the authority of the APM or designee.

5.6 Hazardous Materials: All aircraft may be dispatched for hazardous materials transportation in accordance with 49 CFR Part 173.7(b), the Transportation Safeguards System (TSS), or as determined by the APM or designee. In all cases, NNSA/OST will conduct an appropriate risk assessment for the transportation of hazardous materials.

6.0 Aircraft Airworthiness and Maintenance

6.1 The contractor shall inspect NNSA/OST aircraft in accordance with a FAA accepted/approved or manufacturer's recommended inspection program identified by the Government.

6.2 The contractor shall maintain and inspect the aircraft in accordance with 14 CFR Part 43 and 91.409, as appropriate. All repairs, alterations, and modifications shall be performed with FAA approved data.

6.3 All aircraft have standard airworthiness certificates, which the contractor shall maintain. The contractor shall be responsible for the airworthiness of all assigned aircraft.

6.3.1 The contractor shall be responsible for the proper execution and disposition of all FAA and NNSA/OST required maintenance records.

6.3.2 The contractor shall allow NNSA/OST Federal aviation staff access to all maintenance and inspection records for the purpose of oversight and monitoring of maintenance.

6.4 Subcontracting with airframe manufacturers and engine manufacturers is authorized; major repair and modification facilities are authorized if they are certificated under 14 CFR Part 145, or compliant with 14 CFR Part 43.17 for the type of work to be performed. The contractor is responsible for the competition, award, and management of all subcontracts.

6.5 The contractor shall employ, at the main base of operations, sufficient Airframe & Powerplant (A&P) licensed mechanics to perform maintenance services, and sufficient quality control personnel holding Inspection Authorization (IA).

6.6 All work that is done on NNSA/OST aircraft by subcontractors or National Laboratories other than the contractor will be under the supervision of the contractor's quality control system.

6.7 Non-rated maintenance personnel may be assigned to a job under the supervision of a rated mechanic or repairman on the basis of not more than one non-rated maintenance person to each rated maintenance technician.

6.8 All maintenance and inspection personnel will have verifiable training and experience working on the types of airplanes being operated under this contract. Maintenance technicians may be assigned by the APM or GFR to fly as flight mechanics.

6.9 The contractor shall periodically review maintenance procedures and compare them to benchmark industry practices to improve maintenance procedures.

6.10 The Government will provide the maintenance programs that currently are in force for the aircraft assigned.

7.0 Work and Services

7.1 Maintenance Operations

7.1.1 The contractor shall maintain the capability to launch one DC-9 airplane on a 24-hour, seven-day per week basis. The contractor shall make every reasonable effort to prepare for launch as quickly as possible, but in no case to exceed six hours from notification to launch.

7.1.1.1 The Government may schedule aircraft to operate any day of the year to meet mission requirements.

7.1.1.2 The contractor shall request maintenance test flights or functional check flights through the APM or GFR.

7.1.1.3 Contractor personnel shall perform all aircraft services and operate and maintain ground support equipment in accordance with appropriate maintenance manuals.

7.1.1.4 The contractor shall maintain a 95% aircraft availability rate (AAR) for each aircraft series calculated in accordance with Appendix C, Reports.

7.1.2 The contractor shall provide the mechanics' hand tools or require mechanics to supply their own. Condition and quality of mechanics' hand tools is a concern and will be monitored by the Government.

7.1.3 The Government will provide all special aircraft tools.

7.1.4 The contractor shall ensure that mechanics, inspectors and supply technicians have and wear appropriate working attire.

7.2 Cargo Operations

7.2.1 Flight mechanic(s) shall be provided by the contractor, at the direction of the APM or GFR, for all cargo flights. During such operations the flight mechanic is subject to the direction of the pilot in command and is an integral member of the flight crew. Flight mechanics can expect to be on travel for approximately 400 flight mechanic days per year, of these approximately 120 days will require remaining overnight (RON) at an enroute destination.

7.2.2 The maintenance contractor will load, secure, and tie-down all manifested cargo. The shipper will provide load certification including dimensions, weight, and center of gravity.

7.2.3 Hazardous material and special cargo shall be transported in accordance with 49 CFR or the Transportation Safeguards procedures. Exceptions may be approved by NNSA/OST on a case-by-case basis in accordance with the DOE exemption to 49 CFR Part 173.7 (b). The shipper will provide the "Shipper's Declaration for Dangerous Goods", as required.

7.3 Personnel

7.3.1 Mechanics.

7.3.1.1 Mechanics shall be FAA certificated A&P mechanics.

7.3.1.2 Flight mechanics shall have the appropriate NNSA/OST security clearance.

7.3.2 Quality control inspectors shall hold a current FAA Inspector Authorization (IA) Certification. They may be required to accompany aircraft away from the home base for maintenance oversight.

7.3.3 The contractor shall provide sufficient aviation supply technicians to acquire, warehouse, issue, and account for aviation spare parts and supplies.

7.3.4 The contractor shall provide sufficient aircraft fuelers, linemen, and mechanic's helpers to accomplish the NNSA/OST mission.

7.3.5 The contractor shall provide a variable work hour program consistent with aircraft schedule and mission requirements.

7.4 Facilities Management

7.4.1 The contractor shall comply with all Kirtland Air Force Base requirements pertinent to security, environment, and safety; the NNSA/OST Aviation Security Plan; and Emergency Management Plan, as referenced in appendix A.

7.4.2 The contractor shall be responsible for the cleaning and appearance of buildings and grounds on the Albuquerque site. The contractor may subcontract the repairs and improvements to the physical facilities as directed by the Contracting Officer (CO) pursuant to the contract General Provision entitled "Changes".

7.4.3 The Government will manage facility repairs, improvements, modifications, and capital expenditures.

7.4.4 The Government will provide office space, office furniture, FAX machines, copiers, PC's and pc based IT Systems.

7.5 Administrative Management. The contractor shall work with the NNSA/OST aviation staff in developing and implementing maintenance and economic models for new programs and changes to existing programs.

7.5.1 The contractor shall provide monthly project status reports to the APM.

7.5.2 The contractor shall provide reports to the APM IAW Appendix C.

7.5.3 The contractor shall provide a Contractor's Operations Manual IAW Appendix B.

7.5.4 The contractor shall travel IAW the provisions of the Joint Travel Regulation.

7.5.5 The Government will serve as approval authority for all hiring. Evaluation will be based on a review of skills and qualifications compared to the position requirements and the results of the finger print-based criminal history records check.

7.5.8 The Government will provide a technical library of publications including manufacturer maintenance repair manuals and other aviation publications as necessary.

7.5.9 The Government will provide training in kind for Federal OSHA, local policies and procedures, emergency management, and security.

7.5.10 The contractor shall sign for all property within the purview of their control on a hand receipt and maintain the property in accordance with Government approved procedures.

7.6 Purchasing and Subcontracting

7.6.1 Aircraft parts:

7.6.1.1 For aircraft on ground (AOG) aircraft the contractor shall acquire aircraft parts through the most cost effective/most expeditious means possible to return the aircraft to service.

7.6.2 The contractor shall maintain a parts planning system sufficient to allow competitive procurement and acquisition of parts and materials for routine maintenance and stockage. The contractor shall endeavor to procure parts and supplies at best value, including transportation expenses, consistent with need.

7.6.2 Discretionary expenditures. The contractor shall obtain supplies and services, associated with aircraft operations and repair, with due consideration for best value and timely delivery. Such discretionary expenditures will be approved by the APM or GFR.

7.6.3 The contractor may not acquire capital equipment, under Contract Line Item Number 0006, without the specific approval of the APM.

7.6.4 Office supplies that are outlined on the DOE/NNSA supply warehouse listing will be provided by the Government, and shall be requested through the APM or GFR.

7.6.5 The contractor shall have the capability of entering into subcontract agreements for maintenance, services, material and training. Each subcontract shall be approved by the APM or GFR.

7.6.5.1 When utilizing subcontractor's for maintenance services, the contractor is authorized to approve expenditures up to $5,000. All charges exceeding this amount must be approved by either the APM or GFR.

7.6.6 The contractor shall sign for all property within the purview of their control on a hand receipt and maintain the property in accordance with government approved procedures

7.7 Safety and ES&H

7.7.1 The contractor shall establish effective, and integrated safety procedures and an ES&H program in accordance with the requirements of Appendix B.

7.7.2 The contractor shall maintain a Drug Testing Program and Alcohol Misuse Prevention Program. The program shall be described in the Contractor's Maintenance Requirements manual.

7.7.3 The NNSA/OST Federal aviation staff has the authority to issue an immediate stop work order to the contractor in the event of perceived imminent danger to personnel or property.

7.7.4 The Government will provide safety equipment other than personal attire

7.8 Information Exchange

7.8.1 The contractor and NNSA/OST shall continuously exchange maintenance, safety and security information.

7.8.2 The contractor shall immediately notify the APM or designee whenever an aircraft is AOG; mission capability of an aircraft is degraded; or other circumstances exist which restrict mission capability. Examples include, but are not limited to:

- Unscheduled maintenance.
- Parts non-availability.
- Remote site maintenance problems.

7.8.3 Verbal Communications. Anything affecting the accomplishment of the overall mission shall be communicated verbally to the APM or GFR. Verbal communication that affects the aircraft mission status shall be followed up in writing in accordance with 7.8.4.

7.8.4 Written Communications. Any communication requiring a record shall be recorded either on paper or in an electronic format either via e-mail or an approved software program.

7.8.5 Contractor shall not accept, store, process, or transmit classified documents, information, or equipment.

7.8.6 The Government will provide a system for information management, sufficient to create, transmit and store: aviation maintenance records; aircraft historical records; maintenance certifications and training requirements in accordance with the FARS.

7.8.7 The Government will provide an information management system for the processing and recording of purchases and exchanges, statistical reporting, and exchange of e-mail.

7.8.8 The contractor shall provide an information management system for finance and accounting, personnel, and payroll records.

7.8.9 Special purpose software programs for aviation management may be provided by the APM. Any special purpose software programs acquired by the contractor must be approved by the APM.

7.8.10 The contractor shall input statistical and financial data to the Federal Aviation Information Reporting System (FAIRS) in strict accordance with the definitions and guidelines for such data not later than the 15th day of the month following the operational quarter being reported.

7.8.11 The Government will provide and maintain a local area network for the exchange of information within the facility.

7.8.12 The Government will provide and/or approve Special Purpose Software Programs for aviation management.

7.9 Security

7.9.1 NNSA/OST is responsible for physical, operational, and communications security. The Government will provide a security plan for facilities and personnel. The contractor shall comply with the NNSA Aviation Security Plan, which addresses these subjects.

7.9.2 All contractor personnel have access to NNSA's Security Identification Display Area. To assure that only appropriately cleared personnel have access all employees shall receive a finger print-based criminal history records check as a prerequisite to their employment in accordance with TSA-2001-20999.

7.9.3 Contractor personnel may be subject to a background investigation, and, if required, shall obtain a NNSA security clearance based on the type of information that must be accessed in order to perform the job effectively.

7.9.4 The contractor is responsible for the care and protection of all Government property entrusted to it under this contract. In regard to aircraft, property protection transfers with responsibility for the aircraft logbook.

7.9.5 The contractor shall possess and maintain a property management system approved by the NNSA Property Administrator.

7.9.6 The Government will provide an Emergency Management Plan for flight operations.

7.10 Miscellaneous Requirements

7.10.1 The contractor shall submit a Contractor's Maintenance Requirements manual through the APM to the CO for approval during the first 90 days of the award of the contract. The manual will describe in detail administrative, training, safety, maintenance and quality control procedures. Appendix B shall be used as a template for the manual. Once approved, the Contractor's Maintenance Requirement manual becomes a contractual requirement. Both a printed and electronic format will be provided to the APM.

7.10.2 The contractor shall implement and maintain a training program for employees in accordance with the Company's manual compliant with and applicable to New Mexico State OSHA, DOE/NNSA requirements. The contractor shall identify any employee training that will be conducted outside the contractor's organization for the approval of the APM.

7.10.3 The contractor shall provide a training program, which will include upgrading and recurring training for mechanics and inspectors and all elements required by its maintenance manual described in Appendix B, as submitted to and approved by the APM prior to commencing operations. The contractor shall consider location of training, travel expenses, and cost of the training in their proposal.

7.10.4 The contractor's personnel should be autonomous in NNSA/OST function from its corporate structure.

APPENDIX A
REFERENCES

14 CFR Parts 43 and 91

49 CFR Transportation

OEM Manuals

NNSA/OST Security Plan

NNSA/OST Emergency Management Plan

FAA Unapproved Parts Program

DOE Tie-Down Manual

AL 5610.12 Transportation Safeguards System

DOE O 200.1 Information Management Program

DOE N 205.3 Password Generation, Protection, and Use

DOE O 440.2B Aviation Management and Safety

DOE O 460.1 Packaging and Transporting Safety

DOE O 470.1 Safeguards and Security Program

DOE O 471.2 Information Security Program

DOE O 472.1B Official Foreign Travel

DOE O 221.1 Reporting Fraud Waste and Abuse

DOE O 231.1 Environment, Safety, and Health Reporting

DOE G 450.4 Integrated Safety Management System Guide
AL 5610.12 Transportation Safeguards System

DOE O 200.1 Information Management Program

DOE N 205.3 Password Generation, Protection, and Use

DOE O 460.1 Packaging and Transporting Safety

DOE O 470.1 Safeguards and Security Program

DOE O 471.2 Information Security Program

DOE O 472.1B Official Foreign Travel

DOE O 221.1 Reporting Fraud Waste and Abuse

DOE O 231.1 Environment, Safety, and Health Reporting

DOE G 450.4 Integrated Safety Management System Guide

APPENDIX B
CONTRACTOR'S MAINTENANCE REQUIREMENTS MANUAL

RESPONSIBILITY:

A. The aviation maintenance contractor is responsible for establishing and enforcing safe and effective procedures.

B. The Contractor shall publish a Contractor's Maintenance Requirements Manual that details comprehensive procedures and addresses as a minimum, the following functional areas; Management/Administration, Maintenance, Acquisition and Supply, Training, Safety, and Property Protection.

C. The Contractor's Maintenance Requirements Manual shall be prefaced with a current organization chart and Point of Contact list that will be updated as changes occur. The manual shall be reviewed annually. Revisions shall be approved by the APM or GFR.

1. Management/Administration. The Contractor shall:

(a) Establish a management structure, appropriate in size and scope to meet the requirements of this contract and the assigned aircraft;

(b) Define roles, responsibilities, and authorities of all assigned personnel;

(c) Establish a system to record the costs of maintenance operations using an accounting system directed by or approved by the APM and formatted to report on specific requirements as directed by the APM;

(d) Establish suitable management review and audit systems and define clear lines of responsibility for aviation safety within the organization;

(e) Require all contractor and sub-contractor personnel to comply with requirements contained in the Contractor's Maintenance Requirements Manual and NNSA/OST Aviation Emergency Management and Physical Security Plans;

(f) Immediately notify the NNSA/OST APM or GFR of all aviation and industrial accidents, incidents.

(g) Establish qualifications for aviation management personnel commensurate with their duties, responsibilities and authority or experience similar to the civil requirements established for management personnel conducting similar maintenance operations.

2. Maintenance:

(a) The contractors' manual shall contain the maintenance programs approved by the APM to be followed in performing maintenance, preventive maintenance, and alterations of NNSA/OST aircraft. The offeror shall describe a maintenance program including a work order process.

(b) Establish procedures for maintenance control.

(c) Establish procedures for maintenance planning to include but not be limited to airworthiness directives and scheduled inspections.

(d) Establish procedures to obtain applicable technical support, including appropriate engineering documentation and testing, for aircraft, power plant, propeller or appliance repairs, modifications, or equipment installations.

(e) Establish procedures for record keeping of maintenance actions, inspections, flight hours, cycles and calendar times for retirement life components, appliances and parts. (Example: 121.380, 135.439)

(f) Establish procedures on returning aircraft to service after maintenance and inspection, airworthiness releases, civil and public operations. (Example: 121.367, 135.425)

(g) Establish procedures for maintenance away from Albuquerque, both scheduled and unscheduled.

(h) Establish procedures for performing scheduled and unscheduled maintenance (other than required inspections), preventive maintenance, and alterations.

(i) Establish procedures for the re-inspection of work performed under previous required inspection findings (buy-back procedures).

(j) Establish procedures to prevent any decision of an inspector from being countermanded by persons other then company supervisory personnel at a level of responsibility that has overall control of inspection and maintenance.

(k) Establish procedures to ensure the integrity and quality control of maintenance actions by ensuring that maintenance performed by a qualified individual on critical areas and required inspections (RII) of an aircraft are checked and documented by another qualified individual who did not perform the work (Example: 121.365, 135.423). Critical areas must include as a minimum the following:

1) Removal, disassembly, reassembly or installation of:

- Components or parts of a flight control system
- Power turbine, compressor, gearbox, combustion section or a removal and installation of a complete power plant assembly or APU
- Fuel control or governor of a power plant or APU
- Propeller governor of reduction gearbox
- Component of part of a fuel system
- Propeller assembly
- Components of parts associated with the landing gear of a fixed-wing aircraft
- Internal or external mission equipment by a technicians or scientists who hold an Airframe and Power Plant certificate (see 14 CFR, Chapter 1 Part 65)

2) Procedures for maintenance of any of the identified critical systems when an aircraft is away from home base.

(l) Establish procedures to ensure tool control, accountability, serviceability and calibration, to include mechanics hand tools. The tool control plan shall be in accordance with applicable FAA regulations and benchmark industry standards. Common hand tools are the choice and responsibility of each individual mechanic. They shall be marked to permit positive identification of the individual owner. Any individual who discovers that a tool is missing will initiate an immediate search. If the tool is not found, a thorough inspection will be accomplished to insure the missing tool is not in any aircraft on which the tool was used prior to that aircraft being released to service.

(m) Establish procedures to comply with the safety-of-flight notices, FAA airworthiness directives (AD), and mandatory manufacturers bulletins applicable to the types of aircraft, engines, propellers, and appliances in their aircraft operations.

(n) Establish procedures to ensure the non-aviation personnel work in and around and aircraft only under the direct supervision of aviation mechanics or quality assurance personnel.

(o) Establish procedures for the return to service of aircraft with inoperable equipment in accordance with the minimum equipment list (MEL).

(p) Establish procedures to make Quality Control available to the fight crews if need for information about a maintenance problem.

(q) Establish procedures for maintaining a technical library.

(r) Establish procedures for refueling of aircraft to include but not be limited to storage, handling practices, precautions, responsibilities and quality assurance.

(s) Establish procedures for loading and unloading aircraft.

(t) Establish procedures for aircraft weight and balance.

3. Training:

(a) Procedures for the contractor's personnel to be trained in the safe handling of Hazardous Materials.

(b) Procedures for the training of maintenance personnel to included initial training, transition and recurrent training appropriate for their responsibilities and relevant to the types aircraft and missions conducted. The training must include,

Be events based:

- Have measured performance
- Meet FAA standards and/or minimum standards and approval of the APM
- Include measures taken to correct and identified deficiencies

- Be tracked per mechanic and Inspector
- Be tracked per aircraft type, make and model
- Be documented to provide for outside oversight and appraisal

(c) Establish the tasks or skills to be measured and proficiency goals to ensure maintenance personnel demonstrate a proficiency in maintenance tasks relevant to the types of aircraft and operations/missions conducted by NNSA/OST. (Example: 121.375, 135.433)

4. Safety:

(a) Establish procedures for a management review and audit systems. Identify clear lines of responsibility for aviation safety within the organization:

(b) Establish accident and incident reporting system that is reportable to the APM or GFR, as soon as possible but no later than 24 hours of the occurrence.

(c) Establish procedures for internal assessments and oversight to verify that the standard elements required by this Manual are implemented.

(d) Establish procedures to develop and implement a Safety Awards Program.

(e) Establish an ES&H program in coordination with the Federal Staff's program that complies with NNSA/DOE Orders including those for Environmental Protection, Fire Protection, Industrial Safety, Health Protection, Accident Investigation and Reporting Requirements, and New Mexico State OSHA requirements as applicable to this support services contract.

(f) Establish a Drug Testing Program and an Alcohol Misuse Prevention Program in accordance with 14 CFR Part 121 Appendix I and J. the testing program will be under the contractor's supervision, with written results to the APM.

5. Property Protection:

(a) Establish procedures to ensure that all personnel comply with the NNSA/OST Physical Security Program.

(b) Establish procedures on how to provide for property protection when the aircraft are away from the NNSA/OST base of operation.

6. Supply and Inventory Control:

(a) Establish procedures for incoming parts inspection to include but not be limited to shelf life-limited parts, aircraft parts and materials.

(b) Establish procedures for storage of stockage.

(c) Establish procedures for a scrap parts program.

(d) Establish procedures for an inventory control system.

(e) Establish procedures for the quality control, purchase, acquisition, and, acceptance and rejection of replacement parts, ensuring that parts purchased have acquired have the necessary documentation to determine airworthiness. (Example: 121.427, 135.369).

(f) Establish procedures for the handling, temporary storage, and disposal of Hazardous Materials and or Wastes. The contractor shall comply with all applicable site regulations concerning handling storing, containerizing, disposing of Class I Wastes. The contractor shall comply with Kirtland Air Force Base Public works department SOP. The Contractor is also responsible for any additional expenses incurred as a result of and acts of noncompliance or negligence or violations of Site, local, state, federal regulations as of the Contractor's management of Class I wastes or hazardous materials, such as, but not limited to, inappropriate records, failure to and separate wastes, spills, failure to provide chemical composition of wastes, etc.

APPENDIX C
REPORTS

1. Aircraft Availability Rate (AAR): Aircraft availability rates will be calculated for each aircraft series, DC-9, G-III, Lear 35, and DHC 6 and reported to the APM on a monthly basis. Availability rates reflect the proportion of time an aircraft is available for use, minus the total non-available hours (NAH) and is calculated as follows:

   $$\frac{\text{Assigned hours - NAH}}{\text{Assigned hours}} \times 100 = \text{AAR}$$

   Example:

   $$\frac{\text{31 days X 24 hours X 2 (fleet of 2) 1488 hrs. – 70 hours (NAH)}}{1488} = .95 \times 100 = 95\% \text{ AAR}$$

   The report will include a breakdown of NAH hours by categories:

   NAH Maintenance = hours mechanics are working on an aircraft to correct a discrepancy.
   NAH Supply = hours mechanics are available but unable to correct a discrepancy due to a problem associated with procuring parts.
   NAH Avionics = hours avionics technicians are available but unable to correct a discrepancy due to a problem associated with procuring avionics parts.

   Example:

   70 NAH = 50 NAH Maintenance
   15 NAH Supply
   5 NAH Avionics

   Scheduled maintenance hours do not count against NAH however the contractor shall report scheduled maintenance hour totals as a percentage of available hours (see method above) by aircraft series in each AAR Report.

2. CAIRS Standard Report. The contractor shall submit the following report to the APM on a quarterly basis:

   Number of persons assigned
   Number of hours worked
   Number of miles driven
   Number of vehicles assigned
   Number of aircraft assigned
   Number of accidents
   Number of incidents